UNITED NATIONS SYSTEM

ACC

Administrative Committee on Coordination

ACC/1994/6
9 March 1994

ENGLISH ONLY

REPORT OF THE INFORMATION SYSTEMS COORDINATION COMMITTEE
ON ITS FIRST SESSION
(Geneva, 2-4 February 1994)

INTRODUCTION

1. At its spring 1992 session, the Administrative Committee on Coordination (ACC) initiated a comprehensive review of its functioning and methods of work, and of those of its subsidiary bodies. Within this framework, ACC decided, at its April 1993 session, to establish a Senior Level Task Force to review and make recommendations on the general requirements for dissemination of information, the means of harmonizing the United Nations information systems and the roles and mandates of the Advisory Committee for the Coordination of Information Systems (ACCIS) and the International Computing Centre (ICC).

2. After considering the report and recommendations of the Senior Level Task Force, chaired by the representative of the International Telecommunication Union (ITU), ACC took the following decisions:

(a) To discontinue ACCIS and to establish an Information Systems Coordination Committee (ISCC) reporting to ACC through its Organizational Committee. ISCC was to have as members United Nations system organizations participating in ACC, represented by individuals who had a comprehensive understanding of information management issues and related technologies. It would work extensively with electronic means and would be supported by a small secretariat;

(b) ISCC was to meet as soon as possible, before the end of 1993 or early in 1994, to finalize, for approval by ACC, the terms of reference proposed by the Task Force, and to establish a work programme and make proposals for the budget for 1994-1995.

3. The present report summarizes the first session of ISCC, which was held at the United Nations Office at Geneva from 2 to 4 February 1994, under the interim chairmanship of the representative of ITU. The agenda for the meeting is reproduced in annex I and the list of participants in annex II to the present report.

MATTERS FOR ENDORSEMENT OR APPROVAL BY THE ADMINISTRATIVE COMMMITTEE ON COORDINATION

4. ISCC recommends:

(a) That the terms of reference of ISCC as proposed by the Senior Level Task Force be endorsed;

(b) That Mr. D. G. Aitken, Assistant Director-General of the World Health Organization (WHO), be appointed Chairperson of ISCC;

(c) That a full meeting of ISCC be held annually in the autumn, with the meeting every second year timed to coincide with the requirements for budget submission. Participants' costs for attendance at the meetings will be borne by their respective agencies;

(d) That observers be invited to attend ISCC meetings as appropriate at the discretion of the Committee. Observers should be from international bodies and multilateral agencies, such as the ACC Subcommittee on Statistical Activities, the Joint United Nations Information Committee (JUNIC) and the International Computing Centre;

(e) That a small ISCC secretariat be established consisting of one Professional or higher-level staff member and one General Service staff member;

(f) That all United Nations organizations be connected to Internet by the end of 1994;

(g) That the draft budget for ISCC for the biennium 1994-1995, based on the work programme, including transitional measures for the secretariat during the transition from ACCIS to ISCC, be approved (paras. 33-84);

(h) That the proposed work programme of ISCC, to be carried out by the task forces listed below, be approved (paras. 28-64):

(i) Task Force on Document Management Technology (TF/DOM);

(ii) Task Force on Inter-library Cooperation, Standards and Management (TF/LIB);

(iii) Task Force on Information Access and Dissemination in the United Nations System (TF/IAD);

(iv) Task Force to Review the Information System Security Guidelines for United Nations Organizations;

(v) Task Force on Strategic Planning;

(vi) Evaluation Team for the Review of ACCIS Products;

(i) That the second session of ISCC be held at Geneva, from 17 to 19 October 1994;

(j) That the contract of Ms. Céline Walker, as Secretary of ISCC, be extended to the end of December 1994.

II. WORK OF THE INFORMATION SYSTEMS COORDINATION COMMITTEE

Action taken and decisions adopted by ISCC

1. Terms of reference

5. In defining its terms of reference, the Committee took note of the functions listed in its mandate as decided by ACC at its second regular session of 1993 (ACC/1993/28) (see annex III below for ACC mandate) and the recommendations of the Senior Level Task Force. It was stated that the Committee would not have operational activities and that it would concentrate on identifying common standards and practices. In particular, the participants were of the view that the Committee should base its initial work programme for the biennium 1994-1995 on the priority aim identified by ACC, that is:

> "... the initial priority would be the establishment of policies and the adoption of standards and recommended practices to ensure wider accessibility of information".

6. It was noted that this would also cover the issue of improving access by Member States to United Nations information, as expressed in a number of Economic and Social Council resolutions (1991/70, 1992/60 and 1993/66). It was agreed that, in the short term, the individual tasks to be carried out under the auspices of the Committee would attempt to respond to those resolutions in a realizable and practical fashion.

7. The onus for fulfilling the specific work programme would rest with task-oriented groups (task forces) made up of interested agencies. The respective terms of reference, types of output, time-frame, participating agencies, and budget of each task force approved by the Committee for the current biennium are outlined below. It was agreed that one of the results of each task force would be a strategy for the implementation of any recommended common standards or practices they would make, including costs to be incurred by agencies.

8. In the drafting of the ISCC work programme, the decisions taken at the last session of ACCIS (ACCIS 93/015) were taken into account. In the transition period from ACCIS to ISCC, secretariat functions will be modified accordingly in line with the requirements of ISCC and its working procedures. The transition period will also evaluate the publications/databases produced by ACCIS, determine their usefulness and, if determined useful, transfer the responsibility of maintaining them to an appropriate body such as ICC.

9. The Committee also agreed that a strategic view needed to be developed that would set long-term objectives for the Committee and the organizations to aim for and provide a framework in which specific, short-term priorities could be identified and undertaken to achieve those goals. Not only would this provide guidance to the Committee in developing its future programme of action, but it would also form the basis for a report which would fulfil the requirement of

keeping ACC informed of proposed priorities and their implications for the organizations of the United Nations system.

10. In regard to the mandate to review the implementation of mandatory information system standards and recommended practices (SARPs) by United Nations system organizations, it was noted that, since no SARPs existed at the moment, appropriate mechanisms for performing this function in the future would be developed at the next meeting.

11. It was decided that those functions involving the mutual exchange of information and the provision of an electronic repository on information system developments within the United Nations system would be part of the general development of the electronic infrastructure and services to be provided for the interaction of ISCC and its participants in carrying out its work programme.

2. Recommendation for chairperson of ISCC

12. The Committee unanimously recommended Mr. D. G. Aitken, Assistant Director-General of WHO, to be the first Chairperson of ISCC.

3. Composition of ISCC

13. It was decided that ISCC would be composed of the following components:

(a) Committee members

14. The Committee will have as members United Nations system organizations participating in ACC, represented by individuals who have a comprehensive understanding of information management issues and related technologies, as noted in the report of the Administrative Committee on Coordination on its second regular session of 1993 (ACC/1993/28).

(b) Chairperson

15. The Chairperson of ISCC shall be appointed by ACC on the recommendation of the members of ISCC. It was proposed that the Chairperson be appointed for a term of two years on a rotating basis.

(c) Secretariat staffing

16. For the Secretary, it was suggested following similar procedures to those of other ACC subsidiary bodies, namely, circulating the availability of positions among agencies and inviting agencies to put forward candidates. The Committee or a subgroup of the Committee would meet with a short list of candidates and then finalize a recommendation on a single name to ACC; the appointment would be on secondment from the employing organization, and be effected by the United Nations, with the costs being shared as part of the normal ISCC budget.

17. Other Professional staff (if any) and General Service staff will be appointed by the Secretary after consultation with the Chairperson, in accordance with United Nations procedures.

4. Working methods

18. It was agreed that, in principle, the bulk of the work to be conducted by the Committee and its working groups would be done as far as possible by electronic means and that appropriate infrastructure would need to be set in place. Committee members noted the issues associated with electronic conferencing and the fact that there might be a need to enhance the electronic infrastructure of ISCC, most importantly among members. The Committee also noted that it might take some time to change the working methods of member organizations. Some investment in infrastructure might be required to attain the level of connectivity sought over the long term.

19. The Committee also recognized the potential of computer-mediated communication, particularly as it invites participation from those agencies that might otherwise find it difficult to attend meetings or contribute to task forces.

(a) Task forces

20. It was proposed that ISCC projects be undertaken by task forces under the direction of a lead agency. Each task force should have a fully costed proposal that included travel and a plan for implementation and evaluation of standards and recommended practices. Task forces should come up with solutions that were practicable and could be realized by the agencies within a reasonable time and with a reasonable budget. Budget constraints might limit the number of task force members, but effective participation would be extended to other ISCC members through electronic communication.

(b) Reports

21. Responsibility for preparation of reports would lie with task force chairpersons. Reports on the meetings of ISCC would be structured in accordance with the requirements of the Organizational Committee.

22. Task force reports, including interim reports, should, as far as possible, be distributed to all ISCC members using electronic means.

ISCC meetings

23. The full meeting of ISCC would be held annually in the autumn, with the meeting every second year timed to coincide with the requirements for budget submission. Meetings of ISCC would be coordinated with the management committee of ICC. Furthermore, travel costs for participants should be borne by the agencies themselves.

24. Observers may be invited to attend ISCC meetings as appropriate at the discretion of the Committee. Observers should be from international bodies and

multilateral agencies such as the ACC Subcommittee on Statistical Activities, JUNIC and ICC, and under no circumstances would commercial agents be included. However, any body or individual may be invited to make a presentation/ demonstration on a specific agenda item. These policies apply equally to ISCC task forces.

(d) Budget structure

25. It was suggested that the budget of ISCC include funds required and allocated to specific projects and a base amount for ISCC secretariat overhead.

26. The project plan for each task force should contain two parts: (i) costs borne by the ISCC budget and (ii) the incremental contributions in-kind (including travel costs) borne by agencies participating in the work of the task force.

(e) Consultants

27. Any consultants required for the completion of the work of ISCC task forces will, for the purposes of administrative simplicity, be given contracts by the United Nations issued through ISCC. Consultants will be paid for out of the ISCC budget. They will be selected and supervised by the lead agency of the task force, although the ISCC secretariat may suggest possible candidates. There should be an indication in the contract of the name of the project officer overseeing the work of the consultant.

5. Proposed work programme and budget

28. The Committee decided that the following activities would constitute the work programme and budget for the biennium 1994-1995, see annex IV. Attempts will be made to keep actual expenditures below budgeted amounts, wherever possible. Task forces are listed in agenda order.

(a) Proposal for an Internet task group

29. The Committee considered a proposal for a task group that would examine interconnectivity issues relating to Internet.

30. In its discussion of the proposal, the Committee endorsed the recommendation of the Senior Level Task Force that Internet should serve in the short term as the main infrastructure for public access and for interconnection of United Nations organizations' information servers, provided that adequate mechanisms for control, security and billing were available. However, it decided that the first part of the proposal relating to interconnection to Internet was an operational matter and, as such, was beyond the scope of an ISCC task force. The Committee recommended that all United Nations organizations proceed with this interconnection quickly, so that they were connected to Internet by the end of 1994.

31. The second part of the proposal which dealt with recommended practices and technology tools for disseminating United Nations information on Internet, would

be part of the output of the Task Force on Information Access and Dissemination (TF/IAD).

32. Attention was drawn to a brochure entitled The Internet: An Introductory Guide for United Nations Organizations, one of the products to be completed from the last ACCIS work programme. It was noted that this would be a useful tool for United Nations system staff in exploiting Internet services.

(b) Task Force on Document Management Technology (TF/DOM)

(i) Terms of reference

33. The project will be in two phases. During the first phase, the purpose of the task force is: (a) to collect information on the status of document management technology in the United Nations system; (b) to conduct an analysis of projects attempted and projects completed using supporting details of project experience; and (c) to organize an expert seminar immediately prior to the next ISCC meeting which clarifies document management technology issues relating to the United Nations system. The terms of reference for the second phase will be determined at the completion of the first phase.

(ii) Types of outputs

34. During the first phase of operation, outputs will include (a) an electronic compendium of projects involving the implementation of document management technology within the United Nations system; (b) a refined project proposal with a recommendation on how to proceed into the second phase of the project; and (c) participation in the expert seminar by concerned agencies.

(iii) Time-frame

35. The first phase will begin immediately and continue until autumn 1994. The second phase will begin in autumn 1994 and will last until autumn 1995.

(iv) Implementation strategy

36. The implementation strategy for project proposals will be defined in concrete terms at the end of the second phase of the task force before presentation to the ISCC meeting in autumn 1995.

(v) Participants

37. Participating agencies will include the United Nations, the United Nations Children's Fund (UNICEF), the United Nations Development Programme (UNDP) the International Labour Organization (ILO), the Food and Agriculture Organization of the United Nations (FAO), the United Nations Educational, Scientific and Cultural Organizations (UNESCO), the World Bank, the International Monetary Fund (IMF) and the International Fund for Agricultural Development (IFAD) with the International Civil Aviation Organization (ICAO) acting as lead agency.

Budget

38. The budget for the Task Force will be as follows:

	US$
(a) Operational support	na
(b) Project management/coordination	
Consultants	15 000
Contractual services	50 000
Total from ISCC budget	65 000
(c) Lead agency in-kind contribution	
2 P w/m	
Out-of-pocket expenses	3 800

(c) Task Force on Inter-library Cooperation, Standards and Management (TF/LIB)

(i) Terms of reference

39. The mandate of TF/LIB is to establish policies and standards concerning United Nations system library services, cooperation and management. TF/LIB proposes to begin the process of harmonizing bibliographic records to allow for their exchange between United Nations organizations, use by Member States and uniform presentation and retrieval in shared information systems.

(ii) Ouputs

40. Outputs will include: (a) sample of converted data; (b) recommendation for conversion path(s); (c) implementation plan for data conversion.

(iii) Time-frame

41. The time-frame will be 18 months.

(iv) Participants

42. Members of the Task Force will include the United Nations, the United Nations Population Fund (UNFPA), FAO, UNESCO, ICAO, IMF, and the World Intellectual Property Organization (WIPO), with ILO acting as lead agency. Other possible members will include WHO, the World Meteorological Organization (WMO) and the International Atomic Energy Association (IAEA).

(v) Budget

43. The budget for the Task Force will be as follows:

	US$
(a) Operational support	
Operating expenses	3 250
(b) Project management/coordination	
Consultants	68 000
Contractual services	28 750
Total from ISCC budget	100 000
(c) Lead agency in-kind contribution	
3 P w/m, 2 GS w/m	

(d) Task Force on Information Access and Dissemination in the United Nations System (TF/IAD)

(i) Purpose of Task Force

44. The purpose of the Task Force is (a) to respond to the ISCC mandate stating: "... the initial priority would be the establishment of policies and the adoption of standards and recommended practices to ensure wider accessibility of information ..." (see ACC/1993/28) and (b) to create a common basis for information-sharing within the United Nations system, so that user interfaces and organization of information can be harmonized.

(ii) Terms of reference

45. The Task Force will recommend an overall technological approach to enable information access, distribution and sharing among its cooperating agencies and Member States. There are two major focuses of its efforts: (a) to provide a systematic method to locate information resources and (b) to provide a United Nations system-wide accepted method for information access and dissemination. These two efforts, while closely dependent upon one another, should be undertaken by separate subgroups accountable to the Task Force as a whole. One group will focus on the Information Directory Service. The second group will focus on the actual access and dissemination effort.

(iii) Types of outputs

46. Outputs will include the following: (a) design and architecture for a multi-domain United Nations-wide information directory service, including network methodology and information tree design; (b) proposed conventions for full United Nations-wide inter-operability and management, such as names, content of entries, attribute types, and syntax; (c) proposed best practices and

technology tools for United Nations-wide information-sharing, access and dissemination; (d) model procedures for creating information retrieval structures from various types of existing material, including e-mail submissions; (e) a proof-of-concept pilot of a United Nations-wide directory service and pilot of the information access model involving participation of three or four organizations; (f) a prototype distributed library system; (g) a set of implementation guidelines and operating management principles, including database administration; and (h) an implementation strategy and cost estimates.

(iv) Time-frame

47. During the first year of the project, the Task Force would produce outputs (a), (b) and (c), and begin work on (d), (e), and (f), with items (a) and (b) and a draft of (c) to be presented at the ISCC meeting in October 1994. During the second year of the project, the Task Force would complete tasks (d), (e), and (f), and produce outputs (g) and (h).

(v) Participants

48. Participants will include the United Nations, UNICEF, UNDP, the United Nations Environment Programme (UNEP), the International Trade Centre (ITC), the United Nations International Drug Control Programme (UNDCP), ILO, UNESCO, WHO, the World Bank, IMF, ITU and ICC, with IAEA acting as lead agency.

(vi) Budget

49. The budget for the Task Force will be as follows:

	US$
(a) Operational support	
Operating expenses	40 000
(b) Project management/coordination	
Consultants	60 000
Contractual services	10 000
Total from ISCC budget	110 000

(e) Task Force to Review the Information System Security Guidelines for United Nations Organizations

(i) Terms of reference

50. The Task Force will perform a review of information system security guidelines for United Nations organizations.

(ii) Types of outputs

51. The Task Force will produce a revision of the ACCIS guidelines published in 1992. 1/ The revision of the guidelines is to be made available electronically.

(iii) Time-frame.

52. A full draft will be circulated among ISCC members in early 1995. The document will be available electronically by mid-1995.

(iv) Participants

53. Participating agencies will include IFAD, ICAO and WHO, with the World Bank acting as lead agency.

(v) Budget

54. There is no budget for the Task Force.

(f) Task Force on Strategic Planning

(i) Terms of reference

55. The Task Force will provide medium-term and long-term strategic views to ACC on information systems technology and services, giving a statement of proposed priorities and their implications across the United Nations system.

(ii) Types of outputs

56. The first phase will consist of contacting all agencies to collect existing strategy papers and other material that contain information systems strategy statements (e.g., medium-term plans, budget documents). This material will be studied for the purpose of identifying commonalities. The group will operate using e-mail, facsimile and telephone conferencing to the extent possible. The second phase will result in a paper for ACC consideration.

(iii) Time-frame

57. The group will report on the first phase at the second meeting of ISCC in the autumn of 1994, and the second phase will be completed by the end of 1994.

(iv) Participants

58. Participants will include UNDP, FAO, UNESCO, ICAO, WHO, IMF, ITU and ICC, with the United Nations acting as lead agency.

(v) Budget

59. Operating costs will be absorbed by the lead agency. Any travel expenses will be borne by participants.

(g) Evaluation Team for the Review of ACCIS Products

(i) Terms of Reference

60. The Task Force will respond to the ISCC mandate stating: "The Committee is also requested to undertake an evaluation of the publications and databases currently being prepared by ACCIS, with a view to identifying those that should be pursued and those that could be discontinued" (ACC/1993/28, para. 21). Items to be considered in the review include:

(a) Register of Development Activities of the United Nations System (RDA);

(b) Directory of United Nations Databases and Information Services (DUNDIS);

(c) UNS/SABIR - a CD-ROM containing bibliographic information records of selected United Nations agencies;

(d) Books in Print of the United Nations System (UNBIP);

(e) UN-EARTH - a microcomputer package containing information on the United Nations system.

The Task Force will examine four questions pertaining to each of these products: (i) Is there a demand for the information? (ii) Is there a continuing need for the information? (iii) If so, what is the most cost-effective way of collecting the information? and (iv) What is the most cost-effective way, including possible alternatives, of making the information available?

(ii) Types of outputs

61. A report will be issued stating which of these activities should continue and which should be discontinued. For those activities to be continued, considerations of where they will be housed and of cost-recovery will be included in the report.

(iii) Time-frame

62. A report will be prepared for the ISCC meeting in autumn 1994.

(iv) Participants

63. Participants will include ILO, ITU and ICC, with WHO acting as lead agency. Input will also be solicited from the ISCC secretariat.

(v) Budget

64. The budget for the Task Force will be as follows:

	US$
Project management/coordination	
Consultants	27 000
Travel	10 000
Total from ISCC budget	37 000

6. Secretariat functions

65. The Committee considered the tasks to be performed by the ISCC secretariat. In its deliberations, it took into consideration the functions outlined in the report of the last meeting of ACCIS (ACCIS 93/015) in the light of the recommendations made by the Senior Level Task Force. In principle, it was agreed that secretariat involvement in the work programme of ISCC and its task forces would be minimal. On the basis of the functions outlined below, the staffing of the ISCC secretariat would be one Professional or higher-level staff member and one General Service staff member. Depending on the work programme supporting the task forces and other activities, additional staff could be hired. It was recognized, however, that provisions would have to be made for the transition from ACCIS to ISCC with respect to secretariat staff as well as the revision of its responsibilities.

66. On this basis, the Committee took the following decisions on the questions set out below.

(a) Clearing-house services/newsletter

67. The Committee noted that the exchange of information on standards, strategy papers, other documents and software by the agencies would be done by the electronic bulletin-board service to be set up and maintained by ICC. It was also decided that a newsletter would not be produced by the ISCC secretariat. Agencies, however, would share electronically through the ICC bulletin-board service any newsletters they produce.

(b) Reference/referral services

68. The ACCIS secretariat had handled requests from Governments, United Nations missions, the United Nations system and the general public for information on the information resources of the United Nations system. These have traditionally been received and answered by electronic mail, the post, and, in many instances, through personal interaction when requesters have visited the secretariat office. The Committee was of the view that, since the appropriate electronic information services were not yet available, it should allocate resources for the continuation of this secretariat task for the 1994-1995 biennium, but with the understanding that this function would devolve to ICC

when it had established this service. At that time, this responsibility would be transferred to ICC.

69. Estimated required resources are contained within the corresponding items listed in paragraph 72 below.

(c) Management of the secretariat and servicing the annual meeting of ISCC

70. This programme element includes overall management, liaison with other organizations, and services provided by the secretariat in carrying out the work programme, including the provision of administrative and secretariat support for the annual meeting of ISCC.

71. In addition to staff resources, provision is made for travel for the Chairman and the Secretary of ISCC to the Consultative Committee on Administrative Questions (CCAQ) and other interorganizational meetings, as required (estimated at four meetings), and for secretariat staff to service the annual meeting of ISCC if held outside Geneva. Other provisions cover computer support services (including maintenance contracts for computing equipment), general operating expenses, communication and distribution costs, maintenance of purchased equipment, office stationery and supplies.

72. Estimated required resources:

		w/m	US$
Operational support			
Established posts	P	24	
	GS	24	440 640
Operating expenses			18 000
Contractual services			17 000
Travel			15 000
Equipment and furniture			10 000
Supplies and materials			22 000
Temporary assistance			15 000
Total from ISCC budget			537 640

73. In the event the secretariat were to be moved from its present location, there would be further budgetary implications that cannot currently be estimated.

7. Transition budget of ACCIS to ISCC

74. It was recognized that a one-time budget would be allocated for the administrative transition from ACCIS to ISCC. The activities here would include the archiving of ACCIS files, documentation of databases, and termination of all activities and obligations in accordance with United Nations Regulations. It

would allow for establishing an appropriate infrastructure along the lines agreed upon by the Organizational Committee.

75. The electronic infrastructure and procedures necessary to carry out ISCC work will need to be evaluated. To this end, ICC will be asked to provide the necessary consultancy, and their recommendations may result in the need for equipment purchases.

76. Temporary staff working on data preparation for the pre-existing updating of DUNDIS, UN-EARTH and the Internet brochure have contracts ranging from two to six months in 1994. An amount has been included to meet this obligation.

77. Given the need for effective phasing out of ACCIS activities and establishment of the ISCC infrastructure and also taking into consideration the request made by ACCIS at its seventh session that the competence of the staff be fully utilized in any future reorientation of ACCIS, it was recommended that the Professional staff be maintained until the end of December 1994. Their duties will include activities associated with the transition as identified and including any preliminary assistance requested by task forces. The Chairperson and the Secretary of ISCC will work together to find an appropriate way of managing the transition. As staff find alternative employment in the months ahead, actual expenditure may be less than has been budgeted for established posts.

78. The amount included for travel (US$ 800) is for attendance at the Macrothesaurus meeting in Paris. After the completion of the fifth edition of the Macrothesaurus, the Department for Policy Coordination and Sustainable Development of the United Nations Secretariat may assume the responsibility of the United Nations system for its maintenance.

79. Estimated required resources:

		w/m	US$
Established posts	P	36	330 480
	GS	24	220 320
Consultants			2 000
Temporary assistance			82 580
Operating expenses			8 000
Equipment			5 000
Supplies and materials			2 000
Travel			800
Total estimated requirements			651 180

8. ISCC services provided by ICC

80. It was agreed by the Committee that ICC, in accordance with its added mandate to provide information services, would take over many of the operational functions that were previously performed by the ACCIS secretariat. These eventually could include the maintenance of ACCIS databases, depending on the

outcome of their evaluation. As a first step, ICC was considered to be a logical home for developing and maintaining the infrastructure for the electronic interaction of Committee members. This would include the purchase of appropriate hardware and the provision of temporary assistance for a help-desk and other administrative services. Eventually, it is foreseen that all common electronic interactive services by the Committee would be carried out by this facility.

81. Temporary assistance in the biennium 1994-1995 includes one P-2 post for 20 months and one G-5 post for 18 months, to be responsible for implementation, setting-up management and help-desk functions. The possible need for human resources dedicated to ISCC work at ICC in the biennium 1996-1997 will be discussed in future meetings.

82. While US$ 50,000 has been budgeted for the costs of the Internet server, actual expenditure for this item may be lower.

83. Outputs will include the following: a fully operational Internet server providing managed services (bulletin-boards, electronic conferencing) to ISCC. This server will, in the future, also provide access to United Nations information held at ICC.

84. Estimated required resources:

	US$
Operational support	
Operating expenses	5 000
Contractual services	20 000
Equipment	50 000
Temporary assistance	270 000
Total from ISCC budget	345 000

9. ISCC Secretary

85. ISCC recommended that the contract of Ms. Céline Walker (former Executive Secretary of ACCIS) be extended to the end of December 1994 in the position of Secretary of ISCC. In addition, ISCC would begin the process of consulting its members for possible candidates for the position of Secretary for the biennium 1995-1996. It is expected that the autumn meeting of ISCC will make a recommendation to ACC on this subject.

10. Other business

86. The Committee recommended that the second session of ISCC take place at Geneva from 17 to 19 October 1994. A provisional agenda is given in annex V.

87. The Chairperson, on behalf of the Committee, expressed appreciation to the secretariat for its work in preparing and servicing the meeting, including the preparation of this report.

Notes

1/ United Nations publication, Sales No. GV.E.91.0.20.

Annex I

AGENDA

1. Approval of agenda.

2. Finalization of terms of reference for ISCC. (See ACC/1993/28; ACC/1994/ISCC/2)

3. Working methods of ISCC, its task forces and its secretariat. (See ACC/1994/ISCC/3/Rev.1; ACC/1994/ISCC/7)

4. Recommendation for Chairperson of ISCC.

5. Work programme for ISCC for 1994-1995, including: (see ACC/1994/ISCC/2; ACC/1994/ISCC/4)

   (a) Any transitional measures from ACCIS (see ACCIS 93/015)

   (b) Task Forces:

   (i) Internet task group project plan (see ACC/1994/ISCC/5; ACC/1994/ISCC/6)

   (ii) Document Management Technology (see ACC/1994/ISCC/8)

   (iii) Inter-library Cooperation, Standards and Management (see ACC/1994/ISCC/9)

   (iv) Information Access and Dissemination in the United Nations System (see ACC/1994/ISCC/10)

   (v) Review of the "Information System Security Guidelines for United Nations Organizations" (see ACC/1994/ISCC/11)

6. Draft budget for 1994-1995, including ISCC secretariat.

7. Date of next meeting.

8. Other business.

Annex II

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Annex III

ISCC FUNCTIONS AS DECIDED BY ACC (ACC/1993/28)

ACC decided that, in accordance with the relevant recommendation of the Senior Level Task Force, the functions of ISCC would be:

(a) To provide advice and medium- and long-term strategic views to ACC on information systems technology and services (periodic statements of proposed priorities and their implications across the United Nations system should be prepared for the consideration of ACC; the initial priority would be the establishment of policies and the adoption of standards and recommended practices to ensure wider accessibility of information);

(b) To recommend limited areas of information technology which might require standardization with mandatory force (the areas of telecommunications, descriptive codes etc.);

(c) To advise (without mandatory force) on those areas where recommended practices might be adopted, thus allowing for the needs of particular entities (these might be database practices, records management and archives, disaster recovery etc.);

(d) To review the implementation of information and telecommunication systems standards and recommended practices by United Nations system organizations;

(e) To provide a forum for the exchange of information among the information system managers in the various United Nations system organizations;

(f) To provide an electronic repository on information system developments within the United Nations system;

(g) To prepare reports to ACC on information management issues.

Annex IV

ISCC BUDGET, 1994-1995
(In United States dollars)

	Reference a/ ACC/1994/ISCC/12	Staff costs	Operating expenses	Consultants	Contractual services	Supplies	Temporary assistance	Equipment	Travel	Total
Task Forces										
TF/DOM	paras. 33-38	0	0	15 000	50 000	0	0	0	0	65 000
TF/LIB	paras. 39-43	0	3 250	68 000	28 750	0	0	0	0	100 000
TF/IAD	paras. 44-49	0	40 000	60 000	10 000	0	0	0	0	110 000
TF/Security	paras. 50-54	0	0	0	0	0	0	0	0	0
TF/Strategies	paras. 55-59	0	0	0	0	0	0	0	0	0
Evaluation Team	paras. 60-64	0	0	27 000	0	0	0	0	10 000	37 000
Subtotal		0	43 250	170 000	88 750	0	0	0	10 000	312 000
Secretariat										
Management	paras. 65-73	440 640	18 000	0	17 000	22 000	15 000	10 000	15 000	537 640
Transition Administration	paras. 74-79	550 800 b/	8 000	2 000	0	2 000	82 580 c/	5 000	800	651 180
Internet Server at ICC	paras. 80-84	0	5 000	0	20 000	0	270 000	50 000	0	345 000
Subtotal		991 440	31 000	2 000	37 000	24 000	367 580	65 000	15 800	1 533 820
Total ISCC 1994-1995		991 440	74 250	172 000	125 750	24 000	367 580	65 000	25 800	1 845 820

a/ Report of ISCC on its first session, 2-4 February 1994.
b/ General Service staff (2) and Professional staff (3) will be maintained to end of current year (1994).
c/ Includes temporary staff who have contracts to work on DUNDIS, UN-EARTH and Macrothesaurus to June 1994.

Annex V

PROVISIONAL AGENDA FOR THE SECOND SESSION OF ISCC

1. Approval of agenda.
2. Follow-up action to ACC/OC.
3. Report of Evaluation Group on ACCIS products.
4. Reports of Task Forces.
5. Review of ISCC work programme for remainder of 1994/1995.
6. Oral update on information technology matters of common interest.
7. Date and agenda of next meeting.
8. Other business.